



कर्मचारी राज्य बीमा निगम  
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)  
**EMPLOYEES' STATE INSURANCE CORPORATION**  
(Ministry of Labour & Employment, Govt. of India)



**मुख्यालय/HEADQUARTERS**  
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**F.No. D-11027/1/2021-Gen.**

**Date: 18-04-2024**

**CIRCULAR**

**Subject: Booking of Hotel Accommodation for the purpose of official tour.**

All the field units of ESIC are informed that the contract agreement with the agency M/s Indian Holiday Services has expired on 28.02.2024. As such, several references are being received from the field units seeking guidelines/directions regarding the arrangement of stay for official purposes.

In this regard, all the ESIC units are advised to make bookings for hotel accommodation as per the entitlement provided in ESIC TA/DA and Transport Allowance Regulation, 2006 (as amended) (copy enclosed) at their own level till further directions from ESIC Hqrs. Office.

This is issued with the approval of Competent Authority.

**Encl: As above.**

**Signed by Praveen Kumar  
Mishra  
Date: 22-04-2024 16:12:51**

Praveen Kumar  
Mishra  
DEPUTY DIRECTOR

To,

1. The Insurance Commissioner, ESIC NTA, Dwarka, New Delhi.
2. All Zonal Insurance Commissioners, ESIC Zonal Offices.
3. All Zonal Medical Commissioners, ESIC Zonal Offices.
4. All the Additional Commissioners and Regional Directors, ESIC Regional Offices.
5. D(M)D/ D(M)N.
6. All Medical Superintendents of ESIC Hospitals/Model Hospitals.
7. All Deans of ESIC Medical/Dental/Nursing/Para-Medical Colleges.
8. All Directors/Joint Director (I/c)/Deputy Director (I/c), ESIC Sub-Regional Offices.

Copy to:

1. PPS/PS to Director General- for kind information.
2. PPS/PS to Finance Commissioner- for kind information.
3. PPS/PS to Chief Vigilance Officer- for kind information.
4. PPS/PS to All Divisional Heads- for kind information.
5. WCM for uploading on the ESIC website.



**HEADQUARTERS OFFICE  
EMPLOYEES' STATE INSURANCE CORPORATION  
PANCHDEEP BHAWAN :C.I.G MARG: NEW DELHI**

No. A-28/11/2/Con/Allow/2008-E-VI

Date:05.10.2018

**OFFICE MEMORANDUM**

**Subject: Amendment of ESIC TA/DA and Transport Allowance Regulations, 2006-reg.**

In supersession of the Hqrs. office circular No. A-28/11/6/96-E-VI (SZ) dated 06.10.2010 on the above subject, the competent authority has approved the amendment of ESIC TA/DA and Transport Allowance Regulations, 2006 with immediate effect.

Accordingly, the amended TA/DA and Transport Allowance Regulations, 2006 is appended herewith as Regulation with Annexure 1 and 2 for information and necessary action.

Encl: As above.

  
**(R.L. MEENA)**  
**DIRECTOR**

To,

1. PPS to Director General/Financial Commissioner for information.
2. PPS/PS to all Divisional Heads, ESIC Hqrs./NTA, New Delhi.
3. All Addl. Commissioners/Regional Directors/Jt. Director(I/c) of ROs/ SROs.
4. Director(Medical) Delhi/Noida/K.K. Nagar.
5. All Medical Superintendents ESIC/Model Hospitals.
6. All Deans, Medical Education Institutions.
7. Jt Director/Dy. Director (Fin) of all Regions/Sub Regions/Hospitals/Medical Educational Institutions.
8. Director-E-V, Hqrs. Office.
9. Fin & A/cs Branch-III, Cash Branch of Hqrs. Office.
10. Estt Branch-III, Hqrs office.
11. Website Content
12. Guard File.

## ESIC TA/DA AND TRANSPORT ALLOWANCE REGULATIONS, 2006 (AMENDED)

In exercise of the Powers conferred by Sub-section (1) of Section 97 read with clause (xxi) of Sub- Section (2) and sub section (2-A) of the section and sub section (2) of section 17 of the Employees' State Insurance Act, 1948 (34 of 1948), the Employees' State Insurance has made the TA/DA and Transport Allowance Regulations, 2006 and come into force w.e.f. 01.10.2007. The Corporation in its 175<sup>th</sup> meeting held on 18-09-2018 accorded approval to the amendment in the said regulation, as follows:-

### ESIC TA/DA AND TRANSPORT ALLOWANCE REGULATIONS, 2006

1. Short Title and Commencement- (1) these regulations may be called "T.A/D.A. And Transport Regulations, 2006 of the Employees' State Insurance Corporation."
2. **DEFINITIONS-** In the regulations, unless the context otherwise requires-
  - (a) "Act" means the Employees' State Insurance Act, 1948(34 of 1948);
  - (b) "Commission" means the Union Public Service Commission;
  - (c) "Corporation" means the Employees' State Insurance corporation established under the Act;
  - (d) "Director General" means the Director General of the Corporation;
  - (e) " Employees" means a person appointed to or bore on the cadre of the staff of the Corporation;
  - (f) "Month" means a calendar month;
  - (g) "Service" means a service under the Corporation;
  - (h) "Standing Committee" means the Standing Committee of Corporation;
  - (i) All the other words and expressions used hereinafter but defined herein shall have the meaning assigned to them the relevant rules applicable to the corresponding classes of Central Government Servants.
3. For the purposes of daily allowance while on tour, transfer and eligibility of conveyance for journey while on tour, the classification will be decided by the scale of pay of the post actually being held by the official concerned. The scales of pay of officers and staff shall be as may decided by the ESI Corporation from time to time.

4. **A. REIMBURSEMENT OF LODGING CHARGES:-**

(i) The reimbursement of lodging charges for hotel rooms while on tour shall be as follow:-

Sl.No.	Designation//Status	Lodging Charges Admissible on tour per day on actual basis (in Rs.)
1	Director General, Chief Executive Officer	14000/-
2	Financial Commissioner/ Chief Vigilance Officer	11000/-
3	IC/MC	9800/-
4	CE/AC/Other SAG Officers	7500/-
5	Actuary /Director/SE/DMC and other NFSG and Equivalent Grades	5600/-
6	Jt. Director/Dy Directors (Senior) and Equivalent Grades	4500/-
7	Dy. Director (Junior)/ Assistant Director and Equivalent Grades	3200/-
8	Social Security Officers and Assistant and Equivalent grades	1950/-
9	All officials in UDC and below and Equivalent grades	975/-

*N.B. Statement of various categories of posts with equivalent grades/pay matrix is annexed at Annexure 1 & 2.*

- (ii) Claims for lodging charges shall be supported by the vouchers. No claim will be entertained without supporting vouchers. State/Central/Expenditure/Luxury Taxes etc, if paid, by the officers shall be reimbursed in full, in addition to revised room rent on tour, as mentioned above.
- (iii) The Corporation shall endeavor to have a centralized tie up arrangement with one or more suitable agency(ies) for reservation of hotel accommodation for officers at levels across the country on competitive rates to keep the expenditure barest minimum.
- (iv) If there were any increase in the hotel tariff at any station subsequently, Director General, ESIC may, in individual cases, permit expenditure more than the prescribed monetary limits.

**B. DAILY ALLOWANCE PAYABLE TO THE OFFICERS OF ESI CORPORATION**

<b>PAY LEVEL IN PAY MATRIX</b>	<b>DAILY ALLOWANCE</b>
14 and above	Rs.1200/-
12 and 13	Rs.1000/-
9 to 11	Rs. 900/-
6 to 8	Rs. 800/-
5 and below	Rs. 500/-

*N.B. Statement of various categories of posts with revised pay matrix is annexed at Annexure 1 & 2.*

**C. Deleted.****D. Following decisions are incorporated as approved:**

- (a) DA rates for foreign travel will be regulated as prescribed by Ministry of External Affairs.
- (b) For all categories of officer/ employees, dearness allowance on tour shall automatically increased by 25% whenever DA payable on the revised pay matrix / structure goes up by 50%.
- (c) Since, the room rent of hotel accommodation rates get revised from time to time, whenever an upward revision is required, Director General is authorized to implement the revised rates with the approval of Chairman of ESIC and the same may be reported to the corporation subsequently.

**E.** The road mileage allowance for journey by road is replaced by Government of India instructions dated 13.07.2017.

**F. Transportation of personal effects on transfer:-**

The transportation expensed in inter and intra regional transfer cases or proceeding on superannuation, shall include actual cost of transporting the employees with personal luggage and conveyance and shall also include charges for packing, insurance, loading and unloading as well as statutory levies imposed on such luggage and conveyance during transit. In case of inter regional transfer ordered in public interest; the officers may at their discretion transport their personal goods/ vehicle by the movers/packers authorized by the Corporation or by rail transport.

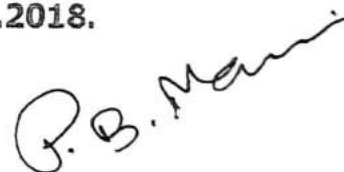
The Movers and Packers for transporting personal effects, of the official transferred or superannuation shall be appointed by the office after following the normal purchase procedure under GFR. The authorized Movers and Packers shall be appointed on regional basis and shall be responsible for packing, loading, moving, unloading and delivering the goods at the destination. They shall raise the bill for the service rendered to the respective office of the corporation.

The restrictions of weights etc. will continue to be governed as per provisions of SR, as amended from time to time.

All other matter relating to the TA/DA, not specifically mentioned here in above; shall continue to be governed by the Govt. of India Rules and Orders till such time as separate regulations are brought into effect by the Corporation.

If any doubt arises as to the interpretation of any of the provision of these Regulations, the matter shall be referred to the Director General or such other authority as may be specified by the Director General by a general or special order and the orders of the Director General shall be final.

**These amended regulations shall come into force w.e.f. 05.10.2018.**



**(P.B.Mani)**  
**Additional Commissioner(P&A)**  
**for Director General**